

CLINTON-GLEN GARDNER BOARD OF EDUCATION

WORK SESSION MEETING MINUTES

January 20, 2016

Brendan McIsaac called the meeting together at 7:00 p.m. by announcing this meeting is held in compliance with the New Jersey Open Public Meetings Law. The Clinton-Glen Gardner Board of Education has given the public adequate notice by having the date, time, and place of the meeting published in the Hunterdon County Democrat and Hunterdon Review, and by having duly posted the same information in the Board Office, the school bulletin board, the faculty room, and the Town Hall.

ROLL CALL: Present: Brendan McIsaac, Craig Sowell (arrived at 8:35pm), Charles Sampson, Carl Sabatino and Lorraine Linfante

Also Present: Seth Cohen, Superintendent/Principal
Lisa Craft, Business Administrator/Board Secretary

CLINTON EDUCATION ASSOCIATION:

Student Presentation: Katie Padmos from Mrs. Lunger's class presented on artist Maud Lewis.

GENERAL INFORMATION: MONTHLY SCHOOL DATA**A. Enrollment Data Report****B. Student Suspensions:**

In-School Suspensions: 1
Out-of-School Suspensions: 0

C. School Nurse's Report:**D. Violence and Vandalism (EVVRS Data), HIB****E. Fire Drill and Bus Evacuation Drill Report****RESOLUTION 2015-2016: 79****ACCEPT SCHOOL DATA REPORTS**

Charles Sampson moved, seconded by Carl Sabatino, to accept the monthly school data reports. Motion carried unanimously with all "ayes".

SUPERINTENDENT/PRINCIPAL’S REPORT:

Therapy Dogs:

Friday Afternoons in Preschool Program

Strategic Planning Update:

Dr. Cohen outlined Survey & Planning Meetings on 2/25, 3/1 and 3/2.

ASSISTANT PRINCIPAL/CURRICULUM COORDINATOR REPORT:

Discussed recent and upcoming Professional Development

SUPERVISOR OF SPECIAL SERVICES REPORT:

Hydroponics:

Foundations class

School Safety Team:

Raising Money for Virginia Training

Eighth Grade Transition Meeting

Discussion followed on High School feedback on CPS graduation performance.

PUBLIC COMMENT: None

PERSONNEL REPORT:

RESOLUTION 2015-2016: 80

APPROVE STAFF APPOINTMENTS

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the following staff member for the listed position for the 2015-16 school year. Motion carried unanimously with all “ayes” by roll call vote.

Position	Name	Amount	Effective Date
4 th Grade Play	Barb Smith (Previously approved for Evelyn Ferro)	\$446	2015-16 SY
Custodian (PCN122)	Rose Hoffman (Replacement for Walter Smickle)	\$15.60/Hr w/Single EPO benefits	12/1/15-06/30/15

RESOLUTION 2015-2016: 81**APPROVE RVCC STUDENTS**

Charles Sampson moved, seconded by Carl Sabatino, to approve the following RVCC students for 30 hours of field experience PK-6. Motion carried unanimously with all “ayes” by roll call vote.

Student Name	Effective Date
Jimenez, Eyislendt	1/21/2016
Wydner, Nicole	1/21/2016
DelPrado, Cynthia	1/21/2016
Greene, Christiana	1/21/2016

RESOLUTION 2015-2016: 82**ACCEPT HANISAK RESIGNATION**

Charles Sampson moved, seconded by Lorraine Linfante, to accept the resignation of Kelly Hanisak (PCN 119) effective Monday, February 1, 2016. Motion carried unanimously with all “ayes” by roll call vote.

CURRICULUM, INSTRUCTION, ASSESSMENT, & TECHNOLOGY**STAFF DEVELOPMENT:****RESOLUTION 2015-2016: 83****APPROVE PROFESSIONAL DEVELOPMENT**

Charles Sampson moved, seconded by Carl Sabatino, to approve the following requests for professional development and travel related mileage in accordance with NJAC18A:11-12. Motion carried three “ayes” and one “nay”.

Program Name	Date	# Employees	# BOE	Event Cost	Substitute Pay	Total Cost
Healthy Homes Training	01/13/2016	MaryEllen Bowlby		\$0.00 + mileage	\$125.00	\$125.00 + mileage
Running Effective Preschool Programs for children with ASD	02/19/2016	Lisa Morra		\$0.00 + mileage	\$0.00	\$0.00 + mileage
2016 FLENJ Conference	02/26/2016	Kari Gursky		\$180.00 + mileage	\$85.00	\$265.00 + mileage
NJTESOL/NJBE, Inc.	01/23/2016	Hanna Olczak		\$65.00 + mileage	\$0.00	\$65.00 + mileage
NJASPERD Annual Convention	02/22/2016	Tim Bidwell Mary Bulger		\$70.00 each + mileage	\$85.00 each	\$310.00 + mileage

FIELD TRIPS:**RESOLUTION 2015-2016: 84****APPROVE FIELD TRIPS**

Charles Sampson moved, seconded by Carl Sabatino, to approve the following requests for field trips as listed. Motion carried unanimously with all “ayes”.

Date	Grade	Destination	Cost per student
March 2016	4 th Grade	Ellis Island	\$8.25
March 2016	3 rd Grade	Raritan Valley Theatre and Planetarium	\$22.50
April 2016	7 th Grade	Jewish Heritage Museum	\$15.50
February 2016	E2	Rutgers – Busch Campus	\$16.25
May 2016	8 th Grade	Camp Speers Eljabar	TBD
March 2016 April 2016	6 th Grade	North Branch Library	\$0.00

DISCUSSION:

Carl Sabatino requested more advanced approval to inquire on possible grants for field trips.

POLICY AND REGULATIONS:**RESOLUTION 2015-2016: 85****APPROVE POLICY & REGULATIONS**

Charles Sampson moved, seconded by Lorraine Linfante, to approve the listed First and Second Readings and Adopt or Repeal the Policies and By Laws with Second Reading. Motion carried unanimously with all “ayes”.

#	TITLE	M	SUMMARY	ACTION
P & R 1240	Evaluation of Superintendent	M	The only revisions in the Policy Guide are a few minor changes and the Code section has been recodified from N.J.A.C. 6A:10-7 to 6A:10-8. The only revision in the Regulation Guide is the revised Code citation in Section C.1.b. The Policy and Regulation must be approved by the Board.	1st Reading Att. #4A, 4B

#	TITLE	M	SUMMARY	ACTION
P & R 3221	Evaluation of Teachers	M	There have been several revisions and additions in the definition section of the Regulation Guide. The revised Administrative Code includes a new definition for a “designated supervisor” for observation and evaluation procedures and for a “teacher.” The definition of “model evaluation rubric” and “teacher practice instrument” were also added to the Regulation Guide’s definitions. Definitions not used in these Guides have been removed. Additional revisions in the Regulation Guide provide clarification to the original Administrative Code and mostly concern student achievement components (Section K), student growth percentiles, and student growth objectives. The revisions to the Policy Guide revise the definition of “teacher” and the Code citations at the bottom of the Policy Guide. The Policy and Regulation must be approved by the Board	1st Reading Att. #5A, 5B
P & R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	M	There have been several revisions and additions in the definition section of the Regulation Guide. The revised Administrative Code includes a new definition for a “designated supervisor” for observation and evaluation procedures and the definition of a “model evaluation rubric” was added to the Regulation Guide’s definitions. Definitions not used in these Guides have been removed. The new Code revisions included a new subsection, N.J.A.C. 6A:10-6.2, that aligns with N.J.S.A. 18A:27-3.1 regarding observations and evaluations for teaching staff members that are not teachers, Principals, Vice Principals, or Assistant Principals, which would apply to the teaching staff members covered in this Policy and Regulation Guide (educational services certificated staff). The revisions in the Policy Guide clarify when the evaluations will be complete and a new Code citation at the bottom of the Policy Guide. The procedures in this Policy and Regulation Guide align with N.J.S.A. 18A:27-3.1 and the new Code subsection, N.J.A.C. 6A:10-6.2. The Policy and Regulation must be approved by the Board.	1st Reading Att. #6A, 6B

#	TITLE	M	SUMMARY	ACTION
P & R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals	M	<p>There have been several revisions and additions in the definition section of the Regulation Guide. The revised Administrative Code includes a new definition for a “designated supervisor” for observation and evaluation procedures and the definition of a “model evaluation rubric” was added to the Regulation Guide’s definitions. Definitions not used in these Guides have been removed. The new Code revisions included a new subsection, N.J.A.C. 6A:10-6.2, that aligns with N.J.S.A. 18A:27-3.1 regarding observations and evaluations for teaching staff members that are not teachers, Principals, Vice Principals, or Assistant Principals, which would apply to the teaching staff members covered in this Policy and Regulation Guide (administrative certificated staff). Additional revisions in the Regulation Guide provide clarification to the original Administrative Code. The procedures in this Policy and Regulation Guide align with N.J.S.A. 18A:27-3.1 and the new Code subsection, N.J.A.C. 6A:10-6.2. The Policy and Regulation must be approved by the Board.</p>	1st Reading Att. #7A, 7B
P & R 3224	Evaluation Principals, Vice Principals and Assistant Principals	M	<p>There have been several revisions and additions in the definition section of the Regulation Guide. The revised Administrative Code includes a new definition for a “designated supervisor” for observation and evaluation procedures and the definition of a “model evaluation rubric” was added to the Regulation Guide’s definitions. Definitions not used in these Guides have been removed. A “supervisor” definition was also added to the definition section of the Regulation Guide.</p> <p>Additional revisions in the Regulation Guide provide clarification to the original Administrative Code and mostly concern student achievement components of Principal Evaluation Rubrics (Section J). One revision to the Policy Guide provides for a designated supervisor to complete an observation and the other change is Code citations at the bottom of the Policy Guide. The Policy and Regulation must be approved by the Board.</p>	1st Reading Att. #8A, 8B

#	TITLE	M	SUMMARY	ACTION
P 3431.1	Family Leave	M	The Federal (FMLA) and State (NJFLA) Family Leave Acts are two very complex laws. Implementing these laws is problematic because the laws are slightly different and employees are entitled to the best benefits of each law. The provisions of the NJFLA have not changed; however, the FMLA has been revised for an eligible employee to care for a covered servicemember or veteran. Therefore, the FMLA section of Policy Guide 3431.1 covering teaching staff members and 4431.1 covering support staff members have been revised to incorporate definitions and eligibility requirements relative to servicemenbers and veterans have been added to these Guides. A comprehensive list detailing the two new types of FMLA military leave, "qualifying exigency leave" and "military caregiver leave" has also been incorporated into these Guides. These Policy Guides have also been updated to reflect general FMLA and NJFLA eligibility based on the recent Untied States Supreme Court decision on same sex marriage. These updated Guides provide clarification regarding the use of sick time concurrent with FMLA or NJFLA leave time. These Policy Guides clarify the granting of simultaneous leave to more than one eligible employee from the same family under NJFLA, as well as district requirements under NJFLA for leaves of absence beyond the period of requested family leave. A section addressing the processing of complaints for both FMLA and NJFLA has also been added to these Guides. Strauss Esmay considers these Guides as mandated in compliance with the FMLA and the NJFLA a topic of high importance, even though a Policy on the FMLA or the NJFLA is not required in either law.	1 st Reading Att. #9A
P 4431.1	Family Leave	M	See above	1 st Reading Att. #10A

#	TITLE	M	SUMMARY	ACTION
P 5337	Service Animals	S	<p>Title II of the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008, requires public school districts to permit the use of service animals by individuals with disabilities who require such support. A new Policy Guide 5337 – Service Animals has been developed to specifically address this issue, including defining which animals may be considered “service animals” and the specific work or tasks a service animal can perform, as well as under what conditions. Specific information regarding the conditions under which a service animal may be permitted in a school district is included, as is the delegation of responsibility for animal care and supervision. This new Policy Guide provides school districts guidance regarding the notification and documentation required when service animals are introduced as part of the school community. A section regarding the legal limitations and conditions on the use of a miniature horse by a student has also been included in this Policy Guide. This Policy Guide is recommended as it expands upon the reference to service animals that will be incorporated into an updated ADA Policy Guide to be provided to school districts in the next Policy Alert.</p>	1 st Reading Att. #11A
P5516	Use of Electronic Communication and Recording Devices (ECRD)	M	<p>Policy Guide 5516 has been revised to remove reference to N.J.A.C. 6A:16-5.8 as this Code section has been repealed in the Administrative Code because N.J.S.A. 2C:33-19, the other legal citation at the bottom of the Policy Guide, is a statute regarding possession of remotely activated paging devices on school property that was essentially the same as the Administrative Code. In reviewing the Policy Guide, a few minor revisions have also been made mostly formatting options and removing any reference to the repealed N.J.A.C. 6A:16-5.8 Code section and replacing it with N.J.S.A. 2C:33-19. An option has been added to prohibit remotely activated paging devices on school grounds. N.J.S.A. 2C:33-19 continues to permit an emergency responder student to possess a paging device with certain conditions, which is reflected in this Guide. Important language in this Policy Guide is the option that permits students to possess and use an ECRD on school grounds with certain guidelines. This option prohibits the use of an ECRD during the school day or when a student is participating in a school-sponsored activity and it prohibits an audio or video recording by a student while participating in a curricular or school sponsored co-curricular activity without permission of the person(s) being recorded. A district may revise this option to reflect the district’s preference.</p>	1 st Reading Att. #12A

GENERAL INFORMATION: BUSINESS ADMINISTRATOR'S REPORT:**Finance & Facility Report:**

Budget Workshop/Training

Architect Meeting with Contractors this Friday

Maintenance Reserve: Lisa Craft provided history of Maintenance Reserve**RESOLUTION 2015-2016: 86 WITHDRAW FROM MAINTENANCE RESERVE**

Charles Sampson moved, seconded by Lorraine Linfante, to withdraw \$10,000 from the district maintenance reserve for the remainder of the 2015-16 school year to reimburse the general fund for flooring work. Motion carried unanimously with all "ayes".

RESOLUTION 2015-2016: 87 APPROVE MINUTES & FINANCIAL REPORTS

Carl Sabatino moved, seconded by Lorraine Linfante, to approve the Minutes and monthly financial transactions and reports. Motion carried unanimously with all "ayes".

A. Approval of Board of Education Minutes from December 16, 2015 Business Session.

B. Certification of the Secretary's and Treasurer's Reports that the cash receipts, cash expenditures, and cash balances in the specified amounts, are in agreement and further approve that in compliance with NJAC 6:20-2.13E, that no major account or fund has been over-expended and that as of the date of their reports there are sufficient funds available to meet financial obligations for the remainder of the 2015-2016 school year.

November, 2015 \$2,247,880.62

C. Approval of the Bill List in the specified amounts.

General Account: \$782,604.00

Cafeteria Account: \$ 7,549.35

D. Checking Account Balances – November, 2015

Student Activities: \$ 43,019.19

Cafeteria: \$ 27,269.46

Payroll Agency: \$ 9,388.73

Unemployment: \$ 52,517.46

E. Transfers and Budget Amendments in the amount of \$28,497.42 and \$1,500.00, respectively for November & December, 2015.

CORRESPONDENCE:

Hunterdon County DOE – January 8, 2016 Letter of Merit Goal Approval

NEW BUSINESS:**Dr. Cohen Presented Budget Goals for 2016-17:**

Class size reduction in primary grades.
Middle School Activity Period restructuring.
5th/6th Grade Chromebooks, 1:1 Technology Lease
Foundations expanded to Grade 1 – Professional Development Materials
Basic Skills LLI kits expanded to Grade 3
Go Math
Co-curricular current levels maintained.
Language Arts integration into Science and Social Studies
Strategic Planning

Craig Sowell suggested follow up discussion on areas of disinvestment in the Budget.

Brendan McIsaac discussed Agenda Format regarding Student and Staff presentations.

OLD BUSINESS:

Dear Parents:

Board Liaison Reports:

Board Goals 2015-16: Carl Sabatino reported on contacts with grantors for programs.

To work with the Administrative Team to develop a strategic plan for the district.

District Goals for 2015 – 2016

Continue to implement the math program and improving articulation with the high school.

Review the language arts program with a focus on curriculum and professional development.

Revise the facilities plan to reimagine and optimize the learning spaces in and around the building.

Develop a plan to provide service learning opportunities to all CPS students

PUBLIC COMMENT: None

RESOLUTION 2015-2016: 88**EXECUTIVE SESSION**

Craig Sowell moved, seconded by Carl Sabatino, to adjourn to Executive Session at 8:10p.m. in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Special Education. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist. Motion carried unanimously with all "ayes".

RESOLUTION 2015-2016: 89**RE-ENTER BOARD MEETING**

Charles Sampson moved, seconded by Craig Sowell, to re-enter the Board Meeting at 8:25p.m. Motion carried unanimously with all "ayes".

RESOLUTION 2015-2016: 90 SPEC. ED. OFFICE OF ADMIN. LAW SETTLEMENT

Craig Sowell moved, seconded by Carl Sabatino, to approve the settlement agreement with the parents of student #10085. Motion carried unanimously with all "ayes".

RESOLUTION 2015-2016: 91**ADJOURNMENT**

Craig Sowell moved, seconded by Carl Sabatino, to adjourn the Board Meeting at 8:27p.m. Motion carried unanimously with all "ayes".

Respectfully submitted,



Lisa Craft
Business Administrator



Brendan McIsaac, President